



## City of Biggs

### Agenda Item Staff Report for the Regular City Council Meeting: September 19, 2011 6:00PM

DATE: September 1, 2011

TO: Honorable Mayor and Members of the City Council

FROM: Pete Carr, City Administrator/Finance

SUBJECT: Biggs Community Hall Rates and Policies (Discussion/Action)

Council will consider rental fee rates and policies for Biggs Community Hall.

#### **Background**

City took ownership of Veteran's Hall in 2009 and began renting facilities according to the County's previous policies and rates. City Council approved use policies and rates in July 2010. Now, with a year of experience, staff recommends changes to rates and policies.

#### Costs to operate:

It costs the City approximately \$1000/mo to maintain the facility inside and out, including admin, yard care, paper products, electricity, etc. \$550 of this cost is assignable to the rental activity.

#### Revenue from rentals:

We had 2.4 rentals per month in fiscal year 2010-11. 1.7 (70%) of these were paying rentals, as fundraisers and school events are generally not charged rentals fees. Thus, we are recovering about 31% of costs assignable to rentals, leaving a monthly gap of \$380.

#### Fee rates:

We charge \$100 per day + a \$170 refundable cleaning & damage deposit.  
We do not have an application fee, cancellation fee, or lost key fee specific to BCH.  
20% of reservations are cancelled, often with too little notice to reschedule a rental.  
We hold reservations until a week prior to the event without full payment.  
We ask for insurance and security documents to be submitted one week in advance.  
We require increased liability and security when alcohol is served, but no extra fee.

#### Comparable Facilities:

BCH offers typical square footage, but older furnishings and kitchen than most. Similar facilities within 30 minutes rent for \$375 to \$900/day, with a cleaning & damage deposit of \$250 to \$900, additional alcohol deposit of zero to \$550. \$50 lost key charges, late return charges, and cancellation fees are not uncommon.

#### Staff recommendations for rates:

1. Increase rental rate to \$200/day.
2. Add a non-refundable application fee of \$50 due at time of reservation.
3. Keep damage & cleaning deposit at \$170. Continue to suggest that users may want to consider a cleaning company and provide vendor bids (\$95/visit).
4. Add cancellation fee of 50% of rental fee if less than 30 days notice, but allow full refund (except application fee) if cancelled 30 or more days in advance.
5. Add lost key fee of \$50.

#### Staff recommendations for policy changes:

- A. Reservations will not be confirmed and calendared until application, rent and deposit fees are paid in full.
- B. Insurance and security documents must be filed 7 days in advance or reservation is cancelled (50% refund).
- C. Add Little League to list of no-fee facility users. (Note: all users pay the refundable cleaning & damage deposit)

#### Attachments:

Current Policy for use and fee rates  
Worksheet: costs and comparable rates

#### **Fiscal Impact:**

Various possible impacts depending on recommendations decided. BCH expenses and income from rents are General Fund items.

# **CITY OF BIGGS – POLICIES AND PROCEDURES MANUAL**

## **CITY COUNCIL – FACILITIES RENTAL**

### **I. Purpose:**

To establish the policy of the City Council regarding the rental of city-owned facilities, particularly the Biggs Community Hall.

### **II. Conditions and Intended Uses for City Facilities:**

1. Consistent with terms of the property transfer, the site is to be known as the Russell Baker Memorial Site and acknowledged with a plaque placed near the entrance.
2. The structure is to be known as the Biggs Community Hall (BCH).
3. Use of the BCH may include city hall municipal office functions, city council meetings, town hall meetings, public and private rentals, and other uses of local public benefit as seen fit by the City.
4. City Hall offices will be physically separate and secured from public rental access.
5. The building will be made ADA-compliant and reasonably energy efficient.
6. The building and site will be maintained by the City, its usage will be governed at the discretion of the City, and it may be utilized as a signage site for city and community notices.

### **III. Rentals for public and private use:**

Rentals for public and private use will be administered by City staff subject to the following policies:

- A. Standard rental rate is \$100 per day including the main hall, kitchen and side rooms.
- B. Standard rental rate is charged to all parties except local benefit organizations such as:
  - o Biggs Community Action Volunteers (BCAV), Hometown Celebration Committee, and Biggs Christmas Committee events, fundraisers and meetings.
  - o Local 4-H, FFA and Scouting.
  - o Biggs Unified School District events, meetings and training.
  - o YMCA events and activities operated in support of City recreation programs.

This exception would not necessarily include:

- o Commercial enterprises.
- o Private families for private use.
- o Non-profit organizations such as Chamber of Commerce, granges, or churches for social events or business meetings; but exceptions could apply if such organization's event is local and charitable such as sponsoring a victim benefit fundraiser.

These and additional exceptions will be at the discretion of the City Council.

- C. All parties will be required to post a cleaning deposit if \$170. The deposit is fully refundable if the facility and site are returned in satisfactory and similar condition as when taken possession. City staff will administer rental approval, fees, keys, cleaning labor costs, and deposits.
- D. Rental of the BCH may include use of alcohol pursuant to State law and security terms set forth by the City.

**CITY OF BIGGS – POLICIES AND PROCEDURES MANUAL**

- E. No activities deemed illegal by Federal law or State law or Biggs Municipal Code will be allowed on site.
- F. All renters of BCH will provide satisfactory proof of insurance for their event.

**APPROVED BY CITY COUNCIL (DATE): July 19, 2010**

**ATTEST:** Roben Dewsnap  
Roben Dewsnap, City Clerk

